

Free Public Library of Berkeley Heights  
Board of Trustees  
May 14, 2018  
Prepared: May 15, 2018  
Approved: June 11, 2018

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Adequate notice of this meeting has been provided by posting same on the bulletin board at Town Hall and forwarding notice to the Star Ledger and Courier News, at least 48 hours in advance, all in accordance with the Open Public Meetings Act.

The meeting was called to order by Donna Boyd at 7:09 PM.

PRESENT: Donna Boyd, Sheila Buthe, Diane O'Halloran, Ann Bunyaner.  
ABSENT: Linda Nessenson, Judith Rattner, Mayor Robert Woodruff.  
ALSO PRESENT: Stephanie Bakos, Director; Laura Fuhro, Assistant Director.

SECRETARY'S REPORT- Buthe motioned to approve the Minutes of April 9, 2018. Boyd seconded. The motion passed with O'Halloran abstaining.

TREASURER'S REPORT- Buthe motioned to accept the April 2018 Treasurer's report. Bunyaner seconded and all approved.

CORRESPONDENCE AND GIFTS – Maggie Gonzales donated a check for the purchase of three children's books.

BOARD REPORTS- MUF Annual Meeting, LUCC Legislative Breakfast  
Boyd reported that she, Bunyaner and Bakos attended the MUF dinner and heard Kathleen Carr speak. The LUCC Legislative Breakfast will be held at the Clark Library on Friday, May 18.

CITIZEN HEARING ON AGENDA ITEMS- No citizens present.

**DIRECTOR'S REPORT:**

Circulation- Circulation of Downloadables reached a new high of 1,589 items.

Building and Grounds – Issues concerning exterior lighting repair, maintenance of parking lot spaces and exterior areas were discussed.

Other- None

Foundation- No report

Marketing- No report

LIAISON'S REPORT- No report.

**OLD BUSINESS-**

2018 Budget Update (introduced 1/15/18) - Following discussion, Bunyaner motioned to approve the Director's recommendation to follow the township 2% raise for salaries and wages retroactive to January 1, 2018, except for pages. Buthe seconded the motion and it passed unanimously. After discussing the need to fill existing and anticipated staffing vacancies, Buthe motioned to hire two part time nonprofessionals and up to three part time professionals. Bunyaner seconded the motion and it passed unanimously. Lisa Wernett will start as head of the Reference Department on June 1, 2018.

110 Roosevelt Avenue Update – (see Building and Grounds, above)

NEW BUSINESS-

Investor Bank Resolution – After discussion, Bunyaner read approving the opening of bank accounts with Investors Bank (Attached).

Buthe seconded the motion and it passed unanimously.

Personnel- See Budget Update

Re-wording policies to reflect move- Bakos submitted recommended changes to four policies to bring them in line with current circumstances. After discussion, Bunyaner motioned to accept the modified Collection Development Policy. Boyd seconded the motion and it passed unanimously (Attached).

Bunyaner motioned to approve the amended policy on Donated Materials. Boyd seconded the motion and the motion passed unanimously (Attached).

Bunyaner motioned to accept the amended policy on Unattended Children. Buthe seconded the motion and it passed unanimously (Attached).

Bunyaner motioned to accept the amended Rules of Conduct and Policy on Young People. Boyd seconded the motion and it passed unanimously (Attached).

PUBLIC HEARING- No citizens present.

EXECUTIVE SESSION- as necessary- No session needed.

ADJOURNMENT: Buthe motioned to adjourn, Bunyaner seconded the motion and all agreed. The meeting ended at 8:10 pm.

The May 14<sup>th</sup> meeting took place at the Council Chambers at 29 Park Avenue.